Emergency & Fire Prevention Program

14945 La Palma Drive Chino, CA 91710
Office (909) 393-5419 - Fax (909) 606-0163
http://secc-corp.com

Table of Contents

Emergency Plan

Major disasters must be anticipated if the well-being of our employees is to be protected. Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers and other members of the community as well.

The following is an outline to follow in the event of fire or other emergencies. Tony Nichols, our safety manager, or a designee is responsible for implementing this program. ***Remember*** your safety comes first. If you are in doubt about the seriousness of any emergency, do not hesitate, sound the alarm, and evacuate the premises. Call 911. The life you save could be your own.

The alarm system or method(s) used to alert employees of an emergency is:

Intercom/Loudspeaker Radio/phone Yelling in a clear voice

Emergency Evacuation

- If the employees are advised to evacuate our safety manager, Tony Nichols, or the supervisor will instruct them to shut down all computers and electrical equipment within their immediate work area. If time permits, vital records should be placed in locked storage.
- The receptionist shall take any employee log and guest logs to the evacuation assembly point. All employees shall proceed with emergency evacuation procedures.
- Tony Nichols, our safety manager, or designee will ensure that all electrical and gas mains are shutoff prior to vacating the premises, if safe to do so.
- Diagrams to show where to turn off the utilities shall be posted with the emergency evacuation procedures.
- All employees must remain within the evacuation area until instructed "to leave or return to their workplace."
- All employees shall always cooperate with law enforcement and emergency services.
- Instructions from individuals within these agencies take precedence over these policies and procedures.
- Tony Nichols, our safety manager, or designee will ensure that all non-English-speaking employees understand warning signals and know where and how to evacuate the workplace.

Responsibility

- Telephone the local emergency agency (i.e., fire, police, etc.)
- Announce to the employees that the facility must be evacuated. Inform employees of the exits and location of the gathering point.
- Check all departments, restrooms, and public areas to verify that employees and individuals are safely evacuated from the facility.
- Secure all vital documents, cash, checks, and database tapes, not already stored in the fireproof safe/cabinet.
- Designate a safe area outside the facility as a gathering point for all employees. Take a head count of employees to insure all are safely evacuated.
- Dismiss all non-essential employees.

Evacuation of the Disabled

- Persons with a disability limiting them from using the stairs will congregate in the lobby of the elevator where they will be assisted by a supervisor or other designee.

- In the event an emergency renders the elevator lobby unsafe or dangerous, a supervisor will assist or carry the disabled person down the stairs for pick-up and relocation.
- If assistance is not immediately available, disabled persons should stay in the exit corridor or at the top of the stairway.

Bomb Threat

When someone calls and says there is a bomb in the building, the following steps will be performed.

Employee (Receiving threat)

- Keep the caller on the phone as long as possible. Ask them to repeat the message. Try to write down every word said by the caller.
- Ask the caller where the bomb is located and when it will go off.
- Tell the caller that the building is occupied, and detonation of a bomb could result in death and injury to innocent people.
- Pay particular attention to background noises, such as music playing, engine noises, etc.
- Listen to the voice to determine if the caller is male, female, voice quality, accent, and speech impediments.
- When the caller hangs up, do not hang up the phone! Sometimes, phones can be traced back to the source. Immediately notify a supervisor and describe the threat.

Supervisor Responsibility

- Call the police to report the incident. Follow all recommendations and instructions.
- If the police decline to give instructions to evacuate the building, search the premises (if time permits) for any suspicious looking device. If one is found, evacuate premises.

Do Not Touch Any Suspicious Device or Package

Hazardous Material Spill

Your supervisor will respond to incidental releases of hazardous substances when the substance can be absorbed, neutralized, or otherwise controlled at the time of the release by employees in the immediate area or by maintenance personnel. If a large spill or fire occurs that is not controllable, Tony Nichols, our safety manager or designee will contact the appropriate local authorities, such as the Fire Department.

Earthquake

All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities. Employees must remember that during an earthquake, most injuries occur as people are entering or leaving a building.

During an Earthquake Employee Responsibility

Drop, Cover and Hold On - Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

DROP to your hands and knees.

COVER your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

HOLD ON to any sturdy shelter until the shaking stops. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing. Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.

DO NOT use elevators. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If Outdoors

If you can, move away from buildings, streetlights, and utility wires. Once in the open, Drop, Cover, and Hold On. STAY THERE until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

If in a Moving Vehicle

Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

After an Earthquake Supervisor Responsibility

- Coordinate first aid efforts.
- Turn on the radio to get emergency information from local authorities.
- Check natural gas lines for leaks. If a leak is detected, shut down the system, and notifies the local gas service company.
- Check for fires and fire hazards, especially damaged electrical wiring, and gas leaks.
- Check building for damage and move to a safe area, if necessary.
- Shut off electrical current at the main breaker box is power has been interrupted.
- Direct employees and individuals to a safe assembly area outside the building.
- Take a head count to insure all employees are safely evacuated.
- Do not permit individuals to enter the building again until cleared by authorities.
- Assign duties to clean up damage and resume business as soon as possible.

Employee Responsibility

- DO NOT use telephones for outside calls except for genuine emergencies.
- PREPARE for aftershocks.

- Tony Nichols, our safety manager, or a supervisor shall be responsible for proper shut down of all computer systems and main electrical switch (s).
- Tony Nichols, our safety manager, or a supervisor should do (if possible) roll call after evacuation and should (if possible) carry first aid kit to the assembly point. All employees must remain in the assembly area until instructed to either re-enter the building or to go home.

Robbery

In the event a robbery occurs; the main objective is to reduce the risk of injury to employees and individuals and to get the robber out of the building as soon as possible.

Employee Responsibility

- Be attentive and calm. Listen to the robber and do exactly what he or she asks you to do.
- Do give up money as demanded.
- Remain alert. Try to remember details of the robber's appearance, clothing, speech, etc.
- Expect foul / strong language. Stay calm.
- Do not make any sudden movements.
- Do not overreact. Do not grab for the weapon or call for help.
- Do not argue.
- After the robbery, write everything down.

Supervisor Responsibility

- Call the police.
- Call Tony Nichols or our safety manager.
- Have all witnesses write statements on what they can recall.

Power Failure

- If your work area loses power, lighting and electrical outlets will be affected.
- It is seldom necessary for occupants to evacuate a building unless there is a prolonged power outage. Remain in your immediate area until the expected duration of the outage can be determined and you receive further instructions.
- If you are asked to leave the building, go directly to the nearest exit.
- Keep flashlights on hand in various areas for power outages.
- Larger installations should provide emergency battery-operated lighting in strategic areas, such as hallways, computer rooms, and telephone rooms.
- Data processing departments with computers should have Uninterrupted Power Source (UPS) systems available.

Active Shooter/Hostile Intruder

- Call 911.
- Supervisor to secure the immediate area.
- Lock and barricade doors and windows, if possible.
- Turn off lights, if possible.
- Close blinds, if available.
- Stay away from windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.

- Keep yourself out of sight and take adequate cover/protection.
- Silence cell phones.
- Place a sign in an exterior window to identify the location of any injured person, if safe to do so.

Dust Storms

If you see a dust storm approaching, get indoors to protect your eyes and lungs. Don't drive!

- If you encounter a dust storm while driving, pull off the road immediately. Turn off your headlights and taillights, put your vehicle in "park," and take your foot off the brake (so your brake lights are not illuminated.) Other motorists may tend to follow taillights to get through the dust storm and may strike your vehicle from behind. Dust storms usually last a few minutes, and up to an hour at most.
- Stay where you are until the dust storm passes.

Storms

Some of the key elements of developing procedures for storm/tornado/hurricane/monsoon in the workplace are listed in this section. Each of our workplaces have different exposures and should be addressed accordingly by the site supervisors. If possible, send employees home if safe to do so and if they are at work make sure the get indoors during heavy storms. Drivers should pull over and follow procedures.

- Conditions that will activate the plan; for example, the plan could activate meetings with all key personnel at different time intervals (when the storm is 96 hours from impact, 72 hours, 48 hours, 36 hours, 24 hours, etc.) once the storm threat has been identified.
- Chain of command
- Emergency functions and who will perform them; this may include key personnel who can enter the worksite immediately after the storm threat has been eliminated (check with the local government for further information)
- Detailed evacuation procedures, including routes and exits
- Procedures for accounting for personnel, customers, and visitors
- Equipment for on-site personnel
- Determine procedures and individual crisis management responsibilities. Identify which employees are required to be on-site in the days before and after a hurricane, as well as which employees are essential for business functions, whether they are required on-site or not. It's important to communicate to key personnel what they are accountable for and how to perform their emergency response duties.
- Coordinate with others. You should understand the hurricane response plans of other businesses in your area as well as the local police department, fire department, hospitals, and utility providers. You should also communicate with suppliers, shippers, and others with whom you regularly conduct business. While some of your business partners will be undergoing the same storm preparation as you, others may be in other geographic areas completely unaware of the imminent threat and how it could indirectly affect them. Planning for this coordination and communication in advance could also be part of your EAP.
- Prepare employees. Communicate your hurricane plan with your staff to ensure understanding of roles, responsibilities, and expectations for every employee. This should be done well in advance of any hurricane season, so no one is caught off guard when a storm looms off the coast. One idea to remind employees of their role in hurricane preparedness is to use Hurricane Awareness Month (May) as an opportunity to review these roles, responsibilities, and expectations in the event of an emergency.
- Review emergency plans annually. Assess changes in your business or to the community that may affect your hurricane response plan and make the necessary changes each year. With hurricanes increasing in

both frequency and strength in recent years, it's more important than ever to ensure your EAP doesn't collect dust until the next big storm. Processes, procedures, and people change all the time, which could affect your plan – and that's not something you want to be scrambling to fix as the clouds roll in.

Accountability Procedures

- Develop a system for knowing who is in the building in the event of an emergency – send workers home before the storm is to hit.
- Review the FMEA handbooks with workers.
- Establish an alarm system to warn workers.
- Test systems frequently.
- Develop plans to communicate warnings to personnel with disabilities or who do not speak English
- Account for workers, visitors, and customers as they arrive in the shelter.
- Use a prepared roster or checklist.
- Take a head count.
- Assign specific duties to workers in advance; create checklists for each specific responsibility. Designate and train workers alternates in case the assigned person is not there or is injured.

Know the hazards

Work conditions can change dramatically following a storm. Evaluate your workplace for electrical hazards, fallen trees and debris, and mold or biological debris. If using a generator, make sure it's outside and at least 20 feet from any doors or windows to prevent carbon monoxide poisoning.

Site Supervisor

- Develop a backup communication system in case the primary one fails, and test both systems regularly.
- Make a kit - Keep emergency supplies readily available with a battery-operated weather radio, personal protective equipment such as safety glasses, flashlights, and first-aid kits.
- Monitor the local weather - If severe weather is predicted for your area creating conditions favorable for hurricane/tornadoes/monsoons, the local news or the National Weather Service should be monitored for watches and warnings. Employees should be regularly updated on weather conditions via email, text, or other methods. Always have a primary communication method and a secondary method.
- Make sure employees know where to seek shelter and assemble after a storm/ tornado/ hurricane/ monsoon passes.
- Site supervisor should conduct a storm drill separate from the annual emergency evacuate drill when applicable to your work area.

Surviving a Storm in a Vehicle

Try safely outrunning the storm. If you see a dust storm from some distance, and you are in a vehicle or have access to one, you may be able to outrun it or detour around it. Some dust storms can travel at more than 75 mph (121 km/h), but they frequently travel much slower. Trying to outrun a storm, however, is not advisable if you have to put yourself at risk by traveling at high speeds. If the storm is catching up with you, it's best to stop and prepare for it. Once consumed by the storm, your visibility can potentially be reduced to zero in a matter of seconds.

Pull the car over and stop. If you're in transit and visibility drops to less than 300 feet (91.4 m), pull off the road (exit the freeway if possible), set your parking brake, turn off your headlights, and make sure brake lights and turn signals are also off.

- If you are unable to safely pull off the road, keep your headlights on, turn on your hazard lights, slow down, and proceed with caution, sounding your horn periodically. Use the highway's centerline to guide you if you can't see in front of you. Pull over at the nearest safe spot.
- Turning your headlights off while stationed off the road will reduce the possibility of a rear-end collision. In many cases, if your exterior lights are on, other drivers will use the taillights of the person in front of them as a guide to help navigate the road ahead of them. If you are pulled off the road and are sitting there with your lights on, someone might think they can follow you and run right off the road or even collide with you.

Take cover and stay put. Do not attempt to move about in a blinding storm, as you will not be able to see potential hazards in your path.

- Roll up the windows and turn off vents that bring outside air in.
- Don't move your vehicle until the storm has safely passed.

Hurricane/Tornado

Places to go when a warning has been issued include:

- A small, windowless, interior room or hallway on the lowest level of a sturdy building (next safest option).
- Stay away from doors, windows, outdoor walls, and buildings with a flat or wide spanned roof.
- For employees who routinely work outdoors or in a building that isn't sturdy, they should seek an underground shelter or sturdy building immediately upon warning and should never wait until they see a hurricane/tornado. If they can safely drive to shelter, they should do so, but should never try to outrun a hurricane/tornado.
- If outdoor workers are unable to get to a sturdy building or shelter and have access to a vehicle, they should be advised to get into one, buckle in and put their head down between their legs, lower than the vehicle windows with both hands over the back of the head.
- If flying debris is encountered while in a vehicle, there are two options: 1) staying in the vehicle with the seat belt on, keeping your head below the windows and covering it with your hands or a blanket, 2) if there is an area which is noticeable lower than the roadway, lie in that area and cover your head with your hands.
- The National Weather Service advises travelers to lie down in the ditch with both hands over the back of the head. The idea is to be lower than the debris that is flying around as most hurricane/tornado injuries are from being struck by flying debris.
- When traveling or working outdoors and weather conditions are favorable for hurricane/tornadoes, a safe spot should be identified before the start of the workday.

Understand the Difference Between a Tornado Watch and Warning

- Tornado Watch: A tornado has not been spotted yet, but conditions are favorable for the development of tornadoes in and near the watch area. Watches are generally issued for broad areas.
- Tornado Warning: A tornado has been sighted or indicated by weather radar. Go immediately to a basement, storm shelter or interior room. Warnings are generally issued for highly localized areas.

Know the Signs

A hurricane/tornado may be forming or approaching if you notice any of these signs.

- Dark, often greenish colored sky.
- Wall cloud.

- Cloud of debris.
- Large hail or heavy rain followed by a dead calm.
- Funnel cloud (visible rotation in the cloud base).
- Roaring noise.

Project Emergency Organization

Tony Nichols, our safety manager, or a supervisor will conduct training instruction and drills for all and delegate only the personnel needed to cope with the emergency. They shall:

- Take complete charge during all emergency situations.
- Be responsible for understanding and implementing emergency procedures.
- Call emergency services.
- Decide when emergency evacuation is necessary.
- Ensure that incoming equipment has good access to location of emergency.
- Respond to scene – direct physical firefighting – check on activities of supervisor, report situation to emergency services upon arrival and coordinate with them.

Emergency Evacuation of Area

Supervisor will be responsible for the security and evacuation of their area. If evacuation is required, Tony Nichols, our safety manager or a supervisor will be responsible for accounting for employees, and any sub-contractors or visitors known to be in the area. Prior to leaving their area, a thorough search should be made. Upon reaching a designated reunion point, a headcount should be taken.

Medical

In the event of a major emergency that is a life-threatening situation (e.g., difficulty in breathing, unconsciousness, severe chest pain, burns, and shock) requiring that normal operations be disrupted, the following procedures must be followed:

- DIAL 911 CALL THE PARAMEDICS OR FIRE DEPARTMENT
- Give your location, work area and how to get to the victim.
- Describe the victim's condition as accurately as possible: burned, bleeding, broken bones, etc.
- Remain on the line if the emergency agency has further questions or instructions on what to do until help arrives.
- NOTIFY Receptionist immediately that an emergency exists and that a call has been placed for assistance.
- NOTIFY your supervisor.
- DO NOT move the victim unless there is a danger of further injury if not moved.
- CONTACT any available person trained in CPR or First Aid (who will be certified by the American Red Cross or equivalent), pending the arrival of professional help.
- KEEP the victim warm by covering with a coat or blanket until help arrives.
- ASSIGN someone to meet the responding agency and direct them to the victim.

First-Aid Kits

Every employee shall have access to a first-aid kit. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced, and a letter on file from our treating physician regarding the contents of the first aid kit.

If the exposure exists there will be eyewash/shower stations available according to the SDS (safety data

sheet) and Cal OSHA regulations.

First Aid

Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance, and fire services, shall also be provided. The telephone number for emergency services is 911.

Additional Procedures for Job Sites

Emergency medical procedures will be established on all projects on which our employees are working. The procedures will include, but not necessarily be limited to the following:

- A list of emergency telephone numbers is to be posted near all project site telephones or call 911.
- A map to the nearest occupational medical center shall be posted on the job bulletin board.
- First aid kit shall be located at each project site office trailer. Inform employees who is certified in 1st aid, at least one person per jobsite.
- First aid kits shall be kept in a sanitary and usable condition, inspected regularly, and replenished, as necessary.
- The emergency medical procedures shall be implemented on the first day of actual work.

Cal/OSHA Regulation for Contents in a First Aid Kit for the jobsite

First Aid Supplies in adequate quantities:	**Required by Number of Employees**			
	1-5	**6-15**	**16-200**	**200+**
1. Adhesive dressings	x	x	x	x
2. Adhesive tape rolls, 1-inch wide	x	x	x	x
3. Eye dressing packet	x	x	x	x
4. 1-Inch gauze bandage roll or compress		x	x	x
5. 2-Inch gauze bandage roll or compress	x	x	x	x
6. 4-inch gauze bandage roll or compress		x	x	x
7. Sterile gauze pad, 2-inch square	x	x	x	x
8. Sterile gauze pad, 4-inch square	x	x	x	x
9. Sterile surgical pads suitable for pressure dressings			x	x
10. Triangular bandages	x	x	x	x
11. Safety pins	x	x	x	x
12. Tweezers and scissors	x	x	x	x
*** Additional equip -in adequate quantities consisting of:**				
13. Cotton-tipped Applicators			x	x
14. Forceps			x	x
15. Emesis basin			x	x
16. Flashlight			x	x
17. Magnifying glass			x	x
18. Portable oxygen and its breathing equipment				x
19. Tongue depressors				x
20. Appropriate record forms	x	x	x	x
21. Up to date 'standard' or 'advanced' first aid textbook manual or equivalent.	x	x	x	x

Fire Prevention

The priority of this company is to prevent fires before they start. This can be achieved by identifying potential fire hazards, through proper handling and storage procedures, by controlling potential ignition sources, and having set-up the proper firefighting systems and equipment.

Potential Fire Hazards

- Combustible materials will be kept in separate storage areas from flammable materials.
- Combustible materials will be protected by a 25-foot distance from any open flame operation.
- Combustibles will also be kept a safe distance from all ignition sources.
- Combustible materials will be stored in neat stacks and clear of aisles and passageways.
- Flammable and combustible liquids will be stored in containers that are properly labeled.
- Flammable and combustible liquids will be stored in approved cabinets when not in use. When in use, flammable and combustible liquids will be used in a manner that prevents spills. Whenever feasible, substitute flammable liquids for a non-flammable material that is non-toxic.
- Electrical fixtures, panels (36” clearance required), boxes, outlets and cords should be accessible and not covered or blocked by any materials or debris to prevent fire or explosion.
- Avoid the use of extension cords whenever possible.
- Fix any exposed or frayed wiring.
- Do not overload outlets or electrical systems.
- Label all outlets and electrical panels for voltage.
- Smoke in outside designated areas only.

Proper Handling and Storage

- Use and store all chemicals in accordance with the Safety Data Sheets.
- Store separately all incompatible chemicals that may cause a fire to start or spread. An example would be an oxygen cylinder next to acetylene.
- Store all flammable and combustible liquids in approved cabinets.
- Storage inside buildings must comply with the following conditions: The flammable or combustible liquids/gasses must not obstruct any egress. Flammable or combustible liquids must have lids kept tightly closed when not in use to avoid fumes or vapors. Remove only as much as needed for operation and replace lid. Ventilation inside a storage room will have a mechanical fan installed to all Federal, State, and local regulations.

Controlling Ignition Sources

- Static electricity will be controlled by grounding and bonding all equipment that transfers or transports flammable liquids or any other potentially explosive chemical.
- Open flames, such as from welding, cutting torches, heaters, or matches, should be kept from all flammable liquids or gasses.
- Motors, switches, and circuit breakers, etc., should be eliminated where flammable liquids or gasses are handled or stored.
- Only non-sparking tools should be used where flammable liquids or gasses may be present.

Housekeeping and Maintenance Controls

- Housekeeping and maintenance practices are essential in preventing fires and furthering the spread of fires. The housekeeping and maintenance controls that will be an essential part of this

program are storage of flammable and combustible waste, maintenance of aisles, stairways and exits, and posting evacuation maps.

Flammable Storage Waste

- Maintain all flammable materials in approved containers and approved cabinets. Do not exceed maximum quantities.
- Label all flammable materials clearly.
- Store away from ignition sources.

Combustible Storage Waste

- Maintain all debris, scraps, and trash in proper disposal containers.
- Maintain all combustible waste neatly and away from ignition sources.

Maintenance of Aisles, Stairways, and Exits

- Keep aisles free of clutter or debris that may cause a trip hazard.
- Do not block aisles, passageways or exits.
- Keep all exits unlocked during work hours.
- Clearly mark exits with signs.
- Light all stairways, aisles and exits that would not have proper illumination in a fire.
- Maintain all firefighting equipment and systems.
- Tony Nichols, our safety manager, or designee will maintain the accumulation of flammable and combustible waste.

Emergency Evacuation

- In the event of a fire, the person who discovers the fire will immediately notify all persons on site by pulling an alarm, use of the public-address system, or oral communication. Tony Nichols, our safety manager, or a supervisor, when available, will dial 911 and the public-address system will be used to evacuate the site.
- When the alarm is heard or a notice to evacuate has been communicated, all persons will exit the building by using the closest and safest exit route and continue to meet at the staging area for roll call.

Fight Fire Only If

- 911 has been called and the Fire Department has been notified.
- The fire is small and confined.
- You have a way out that is not threatened by the fire.
- You have the training, the right type and size extinguisher, and the extinguisher is in good working order.
- There are no explosive materials near the fire.
- You have another person in the vicinity observing or fighting the fire.

When an Alarm Sounds

- Evacuate the building or area through the safest exit. Do not use elevators. Leave personal effects behind. Close doors, windows, and gas valves in your area as you exit.

- Leave the building and go to the staging area for roll call and get assignments to help direct Emergency Services.
- Report all information to Tony Nichols, our safety manager, or your supervisor.
- Do not re-enter building until instructed to do so by Tony Nichols, our safety manager or your supervisor or Emergency Services.

Supervisor Duties

- Call 911 or designate a person to call.
- Take roll and account for all persons on site or assigned to you.
- Help with evacuation process including disabled persons.
- Use a fire extinguisher when appropriate.
- Direct Emergency Services to location of fire or hazard.
- Direct Emergency Services as to conditions, locations, and hazards of the facility.
- Direct personnel on site to help Emergency Services.

Fire Extinguisher Training

Four Types of Fires

Type A: Wood, paper, cloth, rubbish, etc.
Type B: Flammable gas/liquids (like oil, grease, and paint)
Type C: Electrical fires
Type D: Combustible metals

Steps before Using a Fire Extinguisher

- Check the extinguisher for the proper type of fire (Class A, B, C, or D). Will the fire extinguisher put out this type of fire?
- Make sure the type of extinguishing agent in the fire extinguisher can be used on the type of fire. You would not want to use water on an electrical fire, C02 on a paper or wood fire, etc.
- Make sure the fire extinguisher is charged and is in working order. Check the pressure gage. Make sure the controls are in working order.

How to Use a Fire Extinguisher -PASS

P - PULL the pin.
A - AIM the fire extinguisher nozzle. Be about 8-10 feet back and aim at the base of the fire.
S - SQUEEZE the handle
S - SWEEP the base of the fire. Work from side to side at the base of fire with the extinguishing stream.

Always fight the fire with your back to an exit. Do not allow yourself to become trapped.

Stop, Drop and Roll

If you are alone and are on fire, remember: Stop, Drop, and Roll.

STOP - Stop your movement. Movement will help fan the fire.
DROP - Drop to the ground in a prone position.
ROLL - Roll on the ground to smother the fire.

Remember to not roll in any flammable liquids or materials.

Summary

- Get help and sound the alarm.
- Determine if you can put out the fire.

- Determine the fire type and can you put it out with the equipment available.
- Check out the fire extinguisher. Remember PASS (pull, aim, squeeze, and sweep).

Maintenance of Fire Equipment and Systems

- Fire safety inspections shall be conducted on a regular basis. The inspections are to include fire suppression equipment and systems such as fire extinguishers, standpipes, sprinklers, etc.
- Fire sprinkler system must be maintained and tested in accordance with Federal, State and local regulations. Notify the Fire Department upon activation.
- Fire extinguishers must be serviced annually and visually inspected monthly. Additionally, all fire
  extinguishers must be maintained fully charged. In the event a fire extinguisher is used, a back-up fire extinguisher will be put in place while service is completed.
- One fire extinguisher must be provided for every 3000 square feet of floor area or fraction thereof. Portable fire extinguishers must be placed within 75 feet of work areas. If 5 gallons of flammable or combustible liquids or 5 pounds of flammable gases are present, a fire extinguisher rated 10B must be present within 50 feet.
- If water fed firefighting equipment is present, a supply of water sufficient in volume, duration and pressure must be maintained.
- Portable fire extinguishers should be used for small fires only. Fire extinguishers will be conspicuously located and marked to clearly identify location, especially when material may block view of location. Open access will always be kept to fire extinguishers and firefighting equipment.
- Persons using a fire extinguisher should be trained and use the proper type of extinguisher for the type of fire.
- All fire extinguishers will be clearly marked for type and clearly identified by a sign when two different extinguishers are located together. Fire extinguishers will be located next to egress, near flammable operations, and where all other Federal, State, and local law require.

Emergency Training

To elicit prompt, reliable, and correct response, personnel must be trained. Training is applicable to everyone involved, from the supervisor to all employees. These assigned key responsibilities and their designated alternate's will have initial and refresher training at least annually. All training efforts, exercises and classes should be documented.

All employees will also require training. Employees will need to know basic information about alarm systems and evacuation procedures. Employee training usually can be covered in their orientation or with their supervisor.

Date

List clinic name/doctor
Address

Re: Company First Aid Kits

Dear------:

Here is a list of our company's first aid kits. We have (insert # of kits) first aid kits throughout our facility. These kits are accessible to (insert number of employees) employees on site.

Our business is mainly ----------.

Please sign below so we are following Cal OSHA's §3400 which requires a physician approve the minimum contents of our first aid kits.

_____ _____

Print Clinic/Physician Name and Signature Date

Sincerely,

Minimum First Aid Kit Contents

First aid kits shall be available to all employees and kept in a sanitary and useable condition and inspected monthly to check contents of the kit and replenish and needed. The following minimum supplies will be maintained in adequate quantities:

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician*
Supplies for First Aid
Dressings in adequate quantities consisting of:
At least 16 adhesive bandages, 1 in. x 3 in. (2.5 cm x 7.5 cm)
One roll of adhesive tape, 5 yd. (457.2 cm) total
Eye dressing packet
1-inch gauze bandage roll or compress
2-inch gauze bandage roll or compress
4-inch gauze bandage roll or compress
Sterile gauze pads, 2-inch square
Sterile gauze pads, 4-inch square
Triangular bandages
Safety pins
Tweezers and scissors
Additional equipment in adequate quantities consisting of (if approved by our local doctor at treating clinic):
antiseptic packets, 0.5g (0.14 fl oz.) applications
applications of burn treatments, 0.5 g (0.14 fl oz)
Two or more pairs of medical exam gloves (latex or non-latex)
Aspirin
Tylenol
Antacid
Appropriate first-aid manual or equivalent. *If the letter from a physician is missing from the first aid kit, a copy is retained in the ------ office.

Each aerial device shall have a conspicuously displayed legible plate or other legible marking verifying the aerial device or elevating work platform is designed and manufactured in accordance with applicable ANSI specifications.